

SECRETARIAL • SALES • MARKETING • FINANCE • HR • TECHNICAL



Grassroots Recruitment

Supporting Your Business

www.grassroots-recruitment.co.uk

GETTING THE BASICS RIGHT...



Who are we?

We specialise in recruiting the 'grassroots' or fundamental support staff that all companies just couldn't do without. It's that simple.

We work with our clients to provide bespoke solutions and hiring confidence. Our expertise lies in supplying extraordinary candidates and exceptional service.

We're quickly emerging as one of Manchester's leading commercial recruitment consultancies and our reputation for honest, effective recruitment solutions means we're constantly getting bigger (and better).

Three Things you should know about us:

1 We're an **independent**, owner-managed recruitment company, which means we're **flexible** in delivering bespoke solutions and **we care** about exceeding client expectations.

2 We help companies across the **North West** recruit for business **support staff** within Sales, Marketing, Administration, IT, Marketing and Finance functions; but we love the challenge of finding the **niche-skills** and sector-backgrounds that others can't.

3 We stand up for the little guys by working on behalf of **exceptional candidates** and pride ourselves on spending as much time, effort and resources on placing them into the right support roles as you'd expect for executive appointments.



WE'RE NOT YOUR AVERAGE AGENCY...



What makes us different?

Our Approach:

We don't just follow the same recruitment process on every vacancy. We create a bespoke campaign for all clients as standard and use our industry knowledge to provide the level of consultation you'd expect from a team of experts.

Our Candidates:

We don't just send you our first 5 CVs or rely on a database of existing candidates. We use a combination of attraction and selection techniques to identify and refine each targeted shortlist. That's why on average we only send 8 CVs to fill 1 job.

Our Processes:

We follow minimum Service Levels on every campaign so our clients know exactly what to expect and are able to manage our performance. We use the latest technology to source, screen and communicate with candidates to deliver consistently great service and guaranteed results.

Our People:

Our passion is recruitment excellence, not sales. We see ourselves as an ethical bunch who refuse to cut corners and we know how much our commitment and continuity goes towards keeping our clients and candidates coming back to us.



RECRUITMENT AS IT SHOULD BE...



Our average recruitment cycle takes 2 weeks from taking the initial vacancy brief to finalising the job offer. All in all, this means you only get to review the very best CVs and conduct a streamlined interview process that will leave you spoilt for choice.

Step 1: We begin by advising you on the vacancy itself, the availability of relevant candidates, the competitiveness of your offering, and the most suitable means of screening and selection to ensure you don't miss out on top talent.

Step 2: By understanding the candidate market, we know which attraction techniques are most likely to target relevant applicants and use a range of methods (from advertising to executive search) to ensure we identify a diverse pool of potential employees.

Step 3: Using competency-based screening tools and testing software, all candidates we identify are assessed against a tiered rating scale linked to your job description, allowing us to present you with a refined shortlist that matches your exact requirements.

Step 4: Our expert consultants are on-hand to advise you throughout the process and handle all aspects of candidate communication: arranging interviews, providing feedback, and managing the job offer.

Step 5: We provide on-going client support and candidate care to ensure your new starter has everything they need, as well as offering the reassurance of our 12 week free replacement guarantee.



WORKING IN PARTNERSHIP...

How can we help you?

We have six specialist divisions to provide the expert knowledge you need to recruit your next vacancy:

1. Secretarial

Executive Assistant
Office Manager
Team Secretary
Legal Secretary
Audio Typist
Administrator
Data Entry
Receptionist
Office Junior
Post Room Assistant

2. Sales

Telesales & Telemarketing
Appointment Maker
Graduate/Trainee Sales Exec
Internal Sales
Pre-Sales/Post-Sales Support
Sales Administrator
Export Sales Coordinator
Channel Sales Executive
Field Sales Executive
Account Manager
Business Developer

3. Marketing

Marketing Assistant
Market Research Executive
Marketing Coordinator
Bid Support/Tender Writer
Brand/Project Coordinator
Internal & External Comms
Copy-writer/Editor
Advertising/PR Executive
Intern/Graduate Marketing
Marketing Administrator

4. Finance

Accounts Clerk
Finance Administrator
Book-Keeper
Sales & Purchase Ledger Clerk
Payroll Administrator
Credit Controller
Insolvency Administrator
Graduate/Trainee Accountants
Legal Cashier
IFA/Pensions Advisor

5. HR

HR Assistant/Administrator
HR Coordinator
HR Office/Advisor
Interim HR/Project Specialist
Comps & Bens Executive
Employment Law Consultant
Internal Recruitment Coordinator
Graduate/Trainee HR Executives
ER/IR Advisor
L&D Specialists

6. Technical

IT Assistant
IT Administrator
IT Software/Hardware Sales
1st, 2nd & 3rd Line Support
Helpdesk Administrator
Project Administrator
Project Coordinator
Graduate/Junior Developer
Network Administrator
Specialist Contractors



GOING ABOVE AND BEYOND...



What else can we do?

We also recruit for those usual-sounding jobs-titles that don't quite fit into traditional teams or are unique to your organisation.

Whatever you like to call them, we love learning about your individual requirements and the challenge of finding the niche skills that others can't.

That doesn't mean we're a jack of all trades or that we over-promise on our capabilities. But it does mean that our strong network of candidates, advanced resourcing know-how and extra-mile service delivery, usually results in us finding those inimitable specialists that you just can't do without.

Additional Services:

- Fully-Integrated Recruitment Campaigns
- Head-Hunting / Executive Search
- Tailor-made Skills Testing Packages
- Bespoke Psychometric Questionnaires
- Outsourced Assessment Centres
- On-site Interview Training & Support



SPREAD THE WORD...

What our Clients say...

"I have been impressed with the level of service and the overall calibre of the candidates put forward. I would certainly use Grassroots again for any other HR or Secretarial recruitment needs. It is a pleasant change to find a recruitment agency that does what they say they will and who puts forward candidates who suit the requirements given."

Financial Services Company, Preston

"...It was refreshing to see a service delivery with the core fundamentals of recruitment at its heart – acting in the delegate role of recruiter to filter out candidates and find the right fit of candidate for the job. I have no hesitation in recommending them."

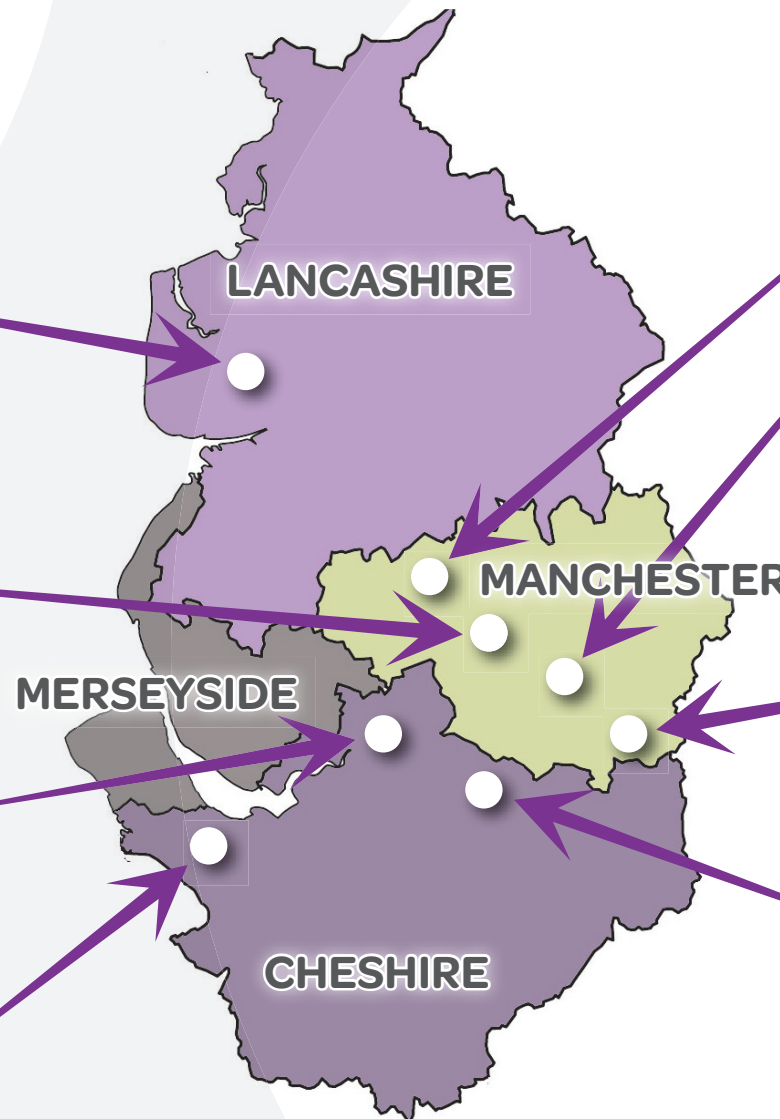
Project Consultancy, Salford

"Grassroots successfully understand and balance the needs of the candidate with the needs of the employer."

Technology Company, Warrington

"A refreshing change for a recruitment company to listen to our needs and send in genuine applicants who can do the job!"

Manufacturing Company, Chester



"The match of candidates to the role was fantastic! Grassroots have been brilliant from start to finish. I will definitely approach Grassroots next time we need to recruit."

Healthcare Organisation, Bolton

"Really easy to work with; very quick turnaround to queries; straight forward."

International Law Firm, Manchester

"...Grassroots make sure they understand what we are looking for, send suitable candidates, communication throughout the process is excellent and it should be no surprise that they achieve great results."

Management Consultancy, Stockport

"Grassroots Recruitment Ltd has provided me with an exceptional standard of candidate whenever we have had the pleasure of working with them. Grassroots attention to detail and service delivery is far above the standard we have come to expect for the recruitment industry and I would not hesitate in recommending them to anyone looking to employ a new member of staff."

Education Provider, Altrincham



GET IN TOUCH...



If there's anything else you'd like to know, just pick up the phone or book an appointment with one of our team.

T. 0161 442 5840 | **E.** info@grassroots-recruitment.co.uk

We're friendly, approachable and flexible (we promise). And we're just as happy to work with small local businesses as we are to supply fully-integrated recruitment campaigns or tender for global PSLs.

Introductory Offer

10% Permanent Recruitment Fees on your 1st hire

(We know you'll keep coming back!)

To encourage new customers to give us a try, we offer discounted permanent recruitment fees to 10% of the candidate's annual salary*.

*Terms and Conditions Apply

Referral Scheme

Save 50% on your next hire

We offer **50% discount** on your next vacancy for any client or supplier organisation that you recommend us to, where we place a new candidate within their team*.

*Terms and Conditions Apply

